# REPORT OF INVESTIGATION

##### \_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHILIPPINE NATIONAL POLICE

 Complainant, Administrative Case No.

 Docket No.\_\_\_\_\_\_\_\_

-versus- For: Specific Offense

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PO2 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Unit)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Respondent,

x- - - - - - - - - - - - - - - - - - - - - - -x

#### Prefatory Statement

 This pertains to administrative case filed by\_\_\_\_\_\_\_\_ against (Respondent) assigned at (Unit) with docket No.\_\_\_\_\_\_\_

**Facts of the Case**

That on\_\_\_\_\_\_\_\_(5W and 1H).

**Discussion**

1. Appreciation of evidence
2. Applicable laws (NMC 2016-002)
3. Jurisprudence (if any)
4. Presence/Absence of Mitigating and Aggravating Circumstances
5. Others

**Recommendation**

 Rank/Name

 SHO